



MEMORANDUM

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE : September 26, 2013

SUBJECT: NAVAJO NATION PERSONNEL POLICIES MANUAL – AMENDED

Pursuant to the Health, Education and Human Services Committee, Resolution No., HEHSCMY-017-13, the Navajo Nation Personnel Policies Manual (NNPPM) has been amended and is now available at the Records Management Department.

The amendments include changes to the Employment Practices, Recruitment and Selection, Employment Status and Classification of Positions sections. There are several major changes which delegates certain responsibilities from the Department of Personnel Management (DPM) to the Division of Human Resources and/or the respective Division Directors/Program Managers; and the elimination of the equivalency clause from all class specifications. There are over 650 position titles within the Navajo Nation's Classification Plan and this will require additional time to revise each class specification.

The DPM Classification and Pay section is currently developing a phase in plan for implementation of the NNPPM amendments which will include revisions to all class specification to include minimum and preferred qualifications, revisions to the Position Classification Questionnaire (PCQ) form, revisions to the Qualification Assessment form and scheduling meetings by division/department to determine which class specifications can be changed immediately, which will require more work and which will need to be handled on a case by case basis. These revisions will require the assistance of the Division, Department and Program Directors.

Should you have any questions, please contact me at (928) 871-6330 or the DPM Classification and Pay section at (928) 871-7419. Thank you.

XC: Reycita Toddy, HR Classification & Pay Manager, CPO
Thomas Ranger, Division Director, DHR
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